



#### Reconciliation/Closeout Best Practices

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- Ferris State University
  - Big Rapids, Michigan
- 4 Year Public
- Associate, Bachelors, Graduate & Doctoral Programs
- Enrollment = 10,000



- 5th Year Direct Loan School
- Level 1/Option 2 Participation
- Loan Volume = \$25,000,000
- Mainframe to PC using SCT Software

## Four Areas to Address for Successful Reconciliation

- Verify cash drawdowns with DLSAS
- Check Prom Notes that have not been acknowledged
- Evaluate LOC disbursement rejects
- Review the 30-Day Warning Report

### Verify Cash Drawdowns with the DLSAS

- Drawdowns are done by the Staff Accountant /Finance Office
- Match our drawdowns with the amounts of drawdowns on the DLSAS
- Could vary from month to month due to a late month drawdown
- Drawdown less than the total amount of anticipated disbursements, hence no excess cash to return

#### Check Prom Notes That Have Not Been Acknowledged

- SCT program (890) prints a list of "prom notes with no response"
- Verify prom note was received by LOC
- Utilize your CSR

#### Evaluate LOC Disbursement Rejects

- Verify originated loan amounts
- Identify change record problems
- See it through to the end

# Review the 30-Day Warning Report

- Look at the LOC origination date
- Determine what the loan ID still needs
- Good cross-reference

#### Reconciliation Crunch Time - Find a Good Compare Program!

Reconciled:		
95/96 & 96/97	Year 2 & 3	(\$160)
97/98	Year 4	(\$137)
98/99	Year 5	\$2,187
99/00	Year 6	\$4,238